

DEPARTMENT OF CORRECTIONS



HEIDI E. WASHINGTON, DIRECTOR (Effective July 1, 2015)

Grandview Plaza
P.O. Box 30003, Lansing, MI 48909
www.michigan.gov/corrections

The Michigan Department of Corrections is one of the principal state departments. Final responsibility for operation of the department rests with the governor, who appoints the director, with the advice and consent of the Michigan Senate. The **Director** serves at the pleasure of the governor and is the department's chief administrative officer. The director has full power and authority in the supervision and control of the department's affairs.

The **Chief Deputy Director** is responsible for development and implementation of the Department's Strategic Plan and assisting the Director in implementing policies and programs critical to the Department's mission. This position oversees the employee discipline process and the day-to-day operations of the department's three administrations: the Correctional Facilities Administration, the Field Operations Administration and the Budget and Operations Administration. This position also oversees the following areas:

The **Legislative Affairs Section** is responsible for coordinating legislative activities. The Legislative Liaison acts as liaison to the Legislature on matters of department policy and procedure and other areas of concern to the Department.

The **Office of Public Information and Communication** is responsible for coordinating contacts with the news media and providing employees and the general public information regarding department activities.

The **Bureau of Health Care Services** is responsible for the coordination and monitoring of health care services for prisoners, including the treatment of seriously mentally ill prisoners. The Chief Medical Officer is responsible for oversight and direction regarding the medical and clinical practice of prisoner health care. Substance Abuse Services is responsible for the overall planning, monitoring and evaluation of prisoner substance abuse programming and testing.

The **Reentry Administration** is responsible for prisoner and community-based reentry programs and services and includes Community Corrections Services, which is responsible for implementation of the Community Corrections Act, and the Education Section which provides programming in the areas of Adult Basic Education (ABE), General Education Development (GED), and Special Education in addition to offering a variety of vocational programs.

The **Internal Affairs Division** is responsible for investigating allegations of staff misconduct.

The **Effective Process Improvement and Communication Office** is responsible for empowering teams of employees to become more involved in the services the department provides; how they are designed, implemented, and delivered.

The **Correctional Facilities Administration** is responsible for the oversight of all prisons operated by the department, including the reception and classification process, the treatment and transfer of prisoners, the Michigan State Industries and the Special Alternative Incarceration Facility. The prisons are supervised by two assistant deputy directors.

The **Operations Division** is responsible for providing programming support to the prisons and consists of the Records Administration, the Classification and Placement Section, the

Emergency Management Section, the Transportation Section, the Performance Audit Specialist, and the Special Activities Coordinator.

The **Field Operations Administration (FOA)** is responsible for providing investigative support, information, and sentencing recommendations to the courts in criminal cases, as well as supervising probationers and parolees following their release from prison. The FOA is divided into two regions – the Metropolitan Territory and the Outstate Territory. Each territory is headed by an assistant deputy director responsible for oversight of the field operations within each geographic region.

The **Office of Parole and Probation Services** is headed by an Assistant Deputy Director who is responsible for oversight of the Parole Services Section, which provides investigative support and information to the Parole Board in the parole revocation, supervision, and discharge processes; the Program Services Section, which is responsible for oversight of the Intensive Detention Reentry Program, sex offender management, and the Interstate Compact Unit, which implements the Interstate Compact for parolees and probationers; and the Electronic Monitoring Center, which monitors parolees and probationers on tether and discharged sex offenders for whom electronic monitoring is required.

The **Parole Board** is composed of 10 members appointed by the director, one of whom is designated as the chairperson. The board is responsible for parole decisions, including establishing the terms and conditions of parole and the processing of cases for reprieve, commutation, and pardon. The Office of the Parole Board provides administrative and support services to the board, including in the parole and lifer consideration process. The Office is also responsible for operation of the crime victim notification process.

The **Absconder Recovery Unit** is responsible for locating and arresting escapees, parole violators and probationers.

The **Budget and Operations Administration (BOA)** provides oversight of Central Office staff support functions and provides internal organizational support to the department's operational unit. The BOA is comprised of the following areas:

The **Bureau of Fiscal Management** coordinates the budget development process, financial management, and contract management for the department. This bureau includes the Physical Plant Division, which is responsible for new construction, remodeling and major maintenance programs, fire safety standards, and environmental affairs. This division also provides a mechanism for auditing county jails.

The **Office of Legal Affairs** coordinates communication with the Department of Attorney General regarding legal issues and litigation activities. The FOIA Section coordinates compliance with the Freedom of Information Act; the Policy and Rules Development Section handles policy and administrative rules development; and the Grievance Section coordinates prisoner property reimbursement with the State Administrative Board, coordinating investigations and decisions of third-step prisoner grievances. The Litigation Section is responsible for coordinating litigation against the department or its employees and oversees department compliance with court orders. The Rehearings Section is responsible for the major misconduct and formal hearing process within the department and reviews requests for rehearing from all formal administrative hearings. The Prison Rape Elimination Unit is a compliance unit which is responsible for ensuring the department's compliance with the *Prohibited Sexual Conduct Involving Prisoners* Policy Directive. The unit reports data to the United States Department of Justice in regard to prisoner-on-prisoner sexual violence, staff sexual misconduct and staff sexual harassment.

Personnel Services provides oversight of all human resource services and equal employment opportunity services provided to department staff by the Civil Service Commission. The Labor Relations Section is responsible for responding to staff grievances and unfair labor practice charges and representation at related conferences, hearings, arbitration, and contract disputes.

The **Office of Research and Planning** provides corrections research, statistical analyses, legislative impact studies, and prisoner population projections in support of strategic and operational planning, and also manages the enterprise-wide automated data systems oversight, development, maintenance, and security. In addition, the office responds to emergency and ad hoc requests (from throughout state and federal government, other agencies and organizations, the media and the public) for data, analysis, information, and statistical reporting.

The **Training Division** is responsible for new employee, in-service and leadership training for staff, the recruitment of new employees, and the Ordnance Unit.

